DOCUMENT RESUME

ED 163 229 08 CE 018 901

AUTHOR McClurg, Ronald B.
TITLE Common Intra-Cluster Competencies Needed in Selected Occupational Clusters. Final Report. Supplemental Volume II: Aide/Orderly.
INSTITUTION Des Moines Area Community Coll., Ankeny, Iowa.
SPONS AGENCY Bureau of Occupational and Adult Education (DHEW/OE), Washington, D.C.
BUREAU NO 409AH60116
PUB DATE May 78
GRANT G007603320
NOTE 35p.; Not available in hard copy due to reproducibility problems. For related documents see CE 018 899-916

EDRS PRICE MF-$0.83 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS Cluster Grouping; *Data Analysis; *Health Occupations; *Job Analysis; *Job Skills; Occupational Clusters; *Task Analysis
IDENTIFIERS *Medical Aides; *Orderlies

ABSTRACT

An analysis of survey responses from a sample of aides/orderlies on competency characteristics for their occupation is presented in this document. (Aide/orderly is one of seventeen occupation groups included in this research.) The competencies are reported in five categories: (1) those competencies selected by the respondents from a list of 720 health occupations competencies; (2) the percentage rate which respondents reported practicing the competency item; (3) type of competency (indicated as the performance of a physical skill or action, or an understanding or mental comprehension); (4) use frequency (daily, weekly, monthly); and (5) training needed to achieve proficiency in that competency (formal instruction, demonstration, on-the-job). (The final report of the survey is available as CE 018 899. Survey results for the other occupational groups are also available--see CE 018 900-916.) (JH)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED163229

Final Report

Project No. 498 AH 60116

Grant No. G007 603 320

Ronald B. McClurg, Ph.D.

Des Moines Area Community College

2006 Ankeny Boulevard

Ankeny, Iowa 50021

Common Intra-Cluster Competencies Needed in Selected Occupational Clusters

Supplemental Volume II: Aide/Orderly

May, 1978

U.S. DEPARTMENT OF

HEALTH, EDUCATION, AND WELFARE

Office of Education

Bureau of

Occupational and Adult Education

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

CE 018 901

Forward

This volume contains detailed competency characteristics collected in the vocational education research project entitled "Common Intracluster Competencies Needed in Selected Occupational Clusters - Health Occupations".

The information herein summarizes the responses of one of the seventeen occupational groups included in the research. The study included 720 individual competency items, both skills and understandings, which were presented to a sample of health occupation employees in Iowa and/or the central states area.

The data included in this volume summarizes the responses by those surveyed in the occupation listed on the cover.

Description of the Data

Essentially five competency characteristics are presented on the pages that follow. The total number of respondents to the survey is indicated following the table heading in the format N=__. Those characteristics include:

1. Competencies reported by respondents -

   The first column is a list of the competencies reported by respondents. Each competency carries the item number from the comprehensive listing utilized in the research process and as presented in the main report. Competencies not reported by respondents were not included to preserve space.

2. Practice rate -

The second column presents the percentage rate which respondents reported practicing the competency item. Practice rates of fifteen percent or less are indicated by an asterisk (*) and lack additional characteristic percentage computations because of their small cell size.

The remaining three competency characteristics represent responses of those who indicated that they practiced the competency.

3. Type of competency -

Columns three and four indicate the percentage of the type of competency which respondents indicated characterized the nature of their activity. An "S" indicates the performance of a physical skill or physical action, while a "U" reflects that an understanding or mental comprehension only was needed for the competency. (See the Glossary in the main report for working definitions of skill and understanding).

4. Use frequency -

Distribution of the percentage of frequency which competencies were practiced, for those who reported possession of them, is presented in columns five, six, and seven. "D" in column five represents a competency exercised daily, "W" in column six represents a weekly frequency, while "M" in column seven reflects monthly or less frequent practice.

5. Training needed -

The final three columns summarize the percentage distribution of the nature of training which respondents felt was necessary to achieve proficiency in the competency. The "I" in column eight represents formal instruction, such as would be presented in an academic setting. A "D" (column nine) indicates that a demonstration of how to perform the competency is all that is needed to achieve proficiency, while "E" in column ten indicates that on-the-job exposure is adequate for developing the competency.

Rounded, whole-number percent figures were used in the preparation of this report, since the findings were considered to represent trends more than finite characteristics. Multiple column computations were forced to total 100 percent by the rounding process except for those items where equal numbers in each of three columns were reported. In those cases the total of 99 percent reflects all responses reported.

Using the Data

Possible uses and applications of the data are presented in the main body of the research report. The material presented in this supplementary volume will be of most value to those concerned solely with the occupational field which is treated herein.

Competency Characteristics Reported by AIDE/ORDERLY (by percent) N=15

Competency	Practice Rate	Type		Use Frequency			Training Needed		
		S	U	D	W	M	I	D	E
1. Seek guidance to improve performance in patient care.	100	50	50	75	13	12	25	50	25
2. Participate in/conduct demonstrations of procedures and equipment (in-service).	29	50	50	0	0	100	0	100	0
3. Orient new personnel to unit facilities, routines and other personnel.	75	67	33	0	17	83	0	67	33
4. Advise health professionals on the technicalities and procedures involved in operating special equipment.	29	100	0	0	50	50	0	100	0
5. Practice established routines and policies of the health care facility.	100	100	0	88	0	12	25	25	50
6. Supervise subordinates within the health care facility.	29	100	0	0	0	100	0	0	100
7. Give "on the job" instruction.	63	80	20	0	20	80	0	20	80
11. Identify operational deficiencies and recommend corrections.	38	33	67	33	33	33	0	0	100
12. Evaluate subordinate employee performance.	*								
13. Develop job description.	38	67	33	33	33	33	0	0	100
14. Consult with health professionals on purchasing/ constructing/using special appliances.	*								

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
16.	Maintain standards of employees' personal hygiene as related to job performance.	29	100	0	100	0	0	0	0	100
18.	Attend and participate in staff meetings.	38	0	100	0	0	100	0	0	100
19.	Develop policies and establish departmental procedures.	29	50	50	50	50	0	0	0	100
20.	Inform personnel of new or changed policies and procedures.	25	0	100	0	0	100	0	0	100
24.	Teach special procedures to department members/ students/health care professionals.	*								
25.	Teach safety techniques as needed.	25	50	50	0	50	50	0	50	50
27.	Inform personnel of potential hazards in their working areas.	38	33	67	33	33	33	0	100	0
28.	Demonstrate tact in giving and withholding information concerning patient care/operations of the health care facility.	*								
30.	Attend meetings and participate in community activities related to doctor's practice.	*								
32.	Assist in the orientation of volunteers, students, and new staff.	43	100	0	33	0	67	0	33	67
33.	Recommend materials to be used in training volunteers.	*								

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
34.	Train volunteers in specific techniques.	25	100	0	0	0	100	0	50	50
35.	Participate in public relation activities as directed.	*								
36.	Conduct tours of facilities.	*								
37.	Obtain and deliver supplies for patient's entertainment or recreation.	63	80	20	40	20	40	0	40	60
38.	Inventory, sign for, and place patient's personal possessions in safe place.	29	100	0	50	0	50	0	50	50
39.	Assist patient with personal hygiene and grooming.	100	100	0	88	0	12	50	25	25
40.	Assist patient in and out of bed.	100	86	14	100	0	0	0	43	57
41.	Assist patient in walking.	100	100	0	88	0	12	38	0	62
42.	Transport patient on stretcher/wheelchair.	100	100	0	100	0	0	0	43	57
43.	Prepare food so patient may feed self or feed the patient.	75	100	0	83	0	17	67	0	33
44.	Assist patient in use of commode, urinal or bedpan.	100	100	0	100	0	0	0	57	43
45.	Explain discharge diet instructions to patients on order from physician.	*								

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
46.	Assist in resolving patient complaints.	86	83	17	100	0	0	0	17	83
47.	Obtain signature on various patient/family consent forms.	*								
50.	Assist patient in active/passive exercise.	71	100	0	40	40	20	20	60	20
51.	Obtain information from patient/family.	38	67	33	67	0	33	0	33	67
52.	Orient patient/family to health care facility.	29	100	0	0	50	50	0	0	100
53.	Receive patient, explain tests and procedures to them and ally their fears.	88	86	14	43	43	14	29	29	42
54.	Attend to patient's comfort before, during, and after examination/tests/treatment.	75	100	0	67	0	33	0	17	83
56.	Explain post-operative instructions to patient.	*								
58.	Assist patient in planning for health care facility.	*								
59.	Administer manual massage.	63	100	0	60	20	20	40	20	40
60.	Explain therapy procedures in lay terms.	43	67	33	0	33	67	33	0	67
61.	Explain follow-up services to patient.	25	100	0	0	0	100	100	0	0
62.	Help patient develop positive attitudes toward their illness/confinement.	43	33	67	33	0	67	33	0	67

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
63.	Assist in establishing a comfortable relationship between the patient and the health care professional.	88	86	14	86	0	14	29	0	71
64.	Observe negative/positive physical and emotional responses to treatments, medications, nursing care, etc.	71	60	40	80	0	20	40	0	60
65.	Interpret patient's signs, symptoms, behavior, etc.	63	80	20	80	0	20	0	0	100
67.	Observe patient's general physical condition, appearance, and behavior.	100	88	12	88	0	12	33	17	50
68.	Observe, measure, and record patient fluid intake/output.	100	86	14	86	0	14	72	14	14
69.	Record and chart vital signs, height, weight, and/or other conditions as directed by health care professional.	100	88	12	75	13	12	50	0	50
71.	Follow established admitting procedures.	100	75	25	63	25	12	25	0	75
79.	Obtain charts of patients for whom information is requested.	*								
80.	Prepare patient record folder (chart).	*								
81.	Transfer patient food order to patient records.	*								
82.	Sort/file/organize documents, certificates, patient records, etc.	*								

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
93.	Handle telephone calls.	25	50	50	50	50	0	0	50	50
100.	Communicate menu changes.	57	75	25	25	0	75	0	25	75
101.	Record nursing care.	25	50	50	50	0	25	0	50	50
102.	Check/maintain charting of treatments and medications, procedures, orders, observations.	43	33	67	67	33	0	0	33	67
103.	Maintain personal information card index on each patient.	29	100	0	50	50	0	0	50	50
115.	Follow established procedure in filing incident reports.	*								
118,	Receive and record physician's verbal orders.	*								
119.	Transcribe physician's orders.	*								
120.	Follow established procedures for processing authorization/accident report forms (autopsy, surgery, diagnostic tests, discharge forms).	*								
121.	Apply restraints.	100	100	0	25	0	75	13	74	13
122.	Adjust side rails and height of bed.	86	83	17	100	0	0	0	17	83
123.	Open sterile packages and packs.	57	100	0	50	25	25	25	50	25

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
124.	Make patient's bed occupied/unoccupied.	100	100	0	100	0	0	14	28	58
125.	Use overbed cradles.	100	100	0	25	13	62	0	75	25
126.	Give general skin care to patients.	86	100	0	100	0	0	33	17	50
127.	Use footboards.	100	100	0	25	13	62	0	75	25
128.	Turn and place patient in correct body alignment.	100	100	0	100	0	0	42	29	29
129.	Use sheepskins, lambswool pads.	100	100	0	25	13	62	0	75	25
130.	Receive patient census and menu tally and prepare diet orders.	*								
131.	Use trochanter rolls, sandbags.	100	100	0	25	0	75	0	75	25
132.	Teach patient, family, staff the relation of rehabilitation activities to daily living.	*								
133.	Use air rings, doughnuts.	100	100	0	29	0	71	0	86	14
134.	Alternate pressure mattresses.	29	100	0	50	50	0	50	0	50
135.	Prepare and give between-meal nourishment of liquids.	88	100	0	43	0	57	0	71	29
136.	Prepare and give solid foods.	29	100	0	50	0	50	0	0	100
137.	Irrigate rectum (enema).	100	88	12	38	0	62	13	62	25

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
138.	Empty drainage bottles and bags.	100	100	0	86	0	14	14	58	28
139.	Assist with/apply T, straight, scultetus breast, and trianguiar (sling) binders.	50	100	0	0	25	75	25	25	50
140.	Assist with/apply ace bandages and elastic stockings.	63	100	0	40	20	40	40	20	40
141.	Test urine for sugar and acetone.	88	100	0	29	29	42	14	72	14
151.	Evaluate adequacy of work space.	*								
153.	Receive specimen from patient, record pertinent data on container, and place in proper storage.	75	100	0	83	17	0	33	67	0
155.	Improvise or modify equipment for special requirements.	25	100	0	100	0	0	0	50	50
156.	Assemble late or hold food trays.	29	100	0	100	0	0	0	0	100
160.	Perform preliminary interpretations of observations for doctor.	*								
163.	Know and apply basic first aid techniques including artificial respiration and cardiac resuscitation.	88	100	0	0	14	86	71	29	0
165.	Know the function of and be able to apply this knowledge to the use of special beds and frames.	38	67	33	67	0	33	33	33	33

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
167.	Recognize the need to redo a cast.	25	50	50	0	50	50	0	0	100
168.	Set up and adjust traction equipment for use by patient.	*								
169.	Check limb braces for function, comfort and fit. Adjust them as necessary.	*								
170.	Recognize the need for adjustment in traction devices.	*								
172.	Be knowledgeable of limb braces and be able to apply them.	29	50	50	50	0	50	50	50	0
175.	Be familiar with various orthopaedic operative procedures and the equipment these procedures require.	38	67	33	33	33	33	67	0	33
179.	Perform routine measurement of range of motion and muscle testing.	38	100	0	100	0	0	0	0	100
382.	Weigh and measure where indicated to meet dietetic requirement.	*								
384.	Prepare menu slips and tray cards.	29	50	50	100	0	0	0	50	50
385.	Check menu with tray contents and correct where needed.	50	75	25	75	0	25	75	0	25
387.	Provide menu substitutions, second portions or special items for patient needs.	25	100	0	0	100	0	100	0	0

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
404.	Exercise precautions in administering and handling potentially dangerous agents.	*								
405.	Make recovery anesthetic bed.	75	100	0	33	50	17	14	0	86
406.	Apply and remove braces.	*								
409.	Irrigate bladder/colostomy/wound.	25	100	0	50	0	50	50	0	50
411.	Connect catheters and tubing to drainage.	50	100	0	50	25	25	0	25	75
412.	Check and maintain drainage tubing with/without suction.	43	33	67	67	33	0	67	0	33
414.	Assist with/apply rib belts.	43	100	0	0	33	67	33	67	0
415.	Apply hot water bottle, hot and cold packs, hot and cold soaks, hot and cold compresses, cold ice bag.	100	100	0	38	38	26	42	29	29
416.	Administer sitz, tepid, and alcohol bathes.	57	100	0	50	25	25	25	50	25
417.	Apply thermal blanket.	88	100	0	29	42	29	17	17	66
418.	Give oral medications.	*								
420.	Assist personnel in giving nursing care.	71	80	20	100	0	0	20	40	40
422.	Total and reconcile entries made in a record of original entries.	*								

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
425.	Perform bio-chemical tests (e.g., glucose, protein, etc.) using paper strips or tablet.	38	100	0	33	67	0	100	0	0
441.	Assist in obtaining smears.	*								
444.	Handle and store sterilized material to prevent contamination.	*								
452.	Describe the nature of patient's illness or injury.	*								
581.	Modify, adjust or fabricate body supports or controls as needed and as directed.	25	100	0	100	0	0	0	50	50
582.	Check for proper fit on splints, body supports, and controls by observing white/red pressure spots.	29	100	0	50	50	0	0	50	50
584.	Assist in evaluation client's work habits/tolerance level/work skills.	29	100	0	100	0	0	50	0	50
608.	Administer oxygen by mask, tent, nasal devices, incubator.	43	67	33	33	0	67	100	0	0
610.	Perform artificial respiration.	29	100	0	50	0	50	50	50	0
623.	Recognize complications of adverse reactions to treatments.	25	50	50	0	0	100	50	0	50
624.	Minimize hazards throughout the health care facility.	43	67	33	67	33	0	0	33	67

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
625.	Arrange equipment for convenient and safe use.	25	50	50	100	0	0	50	0	50
626.	Utilize procedures to prevent dissemination of bacteria when making beds.	57	100	0	75	25	0	25	25	50
627.	Accurately measure body temperature and read clinical thermometer for oral, rectal and axillary temperature.	88	100	0	86	0	14	29	42	29
628.	Operate and adjust examining tables.	43	100	0	0	0	100	33	33	33
629.	Instill solutions into eye, ear, nose.	*								
633.	Understands cause and prevention of decubitt.	75	17	83	83	0	17	67	0	33
634.	Knows routine for fire in patient area and demonstrates knowledge of procedures for securing the building and reassuring and aiding patients.	71	60	40	40	0	60	60	20	20
635.	Has an understanding of fire prevention and control.	88	14	86	57	0	43	71	0	29
637.	Introduce patient to activities appropriate to his capabilities.	75	33	67	67	0	33	50	33	17
638.	Help patient make contacts with various agencies within the community.	*								
639.	Guide patient in use of prosthetic devices.	25	50	50	50	0	50	50	50	0

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
640.	Help patient develop written and oral communication skills.	*								
641.	Instruct patient about available self-help devices.	*								
644.	Check patients with respiratory problems for open airways.	29	50	50	50	0	50	100	0	0
645.	Immediately report deviations of patient's vital signs from the normal.	88	71	29	86	0	14	57	14	29
646.	Follow procedures in care of isolated patients.	43	100	0	67	0	33	33	33	33
647.	Instruct patient with regard to collection of specimen (fecal, urine, eye, nose, throat).	100	75	25	50	38	12	38	38	24
648.	Prepare, instruct and assist patient during EKG test.	*								
649.	Give instructions to patient regarding medication.	*								
650.	Persuade and motivate patients to participate in therapy sessions.	*								
651.	Direct patient to project completion by praise and encouragement.	50	50	50	75	25	0	0	25	75

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
652.	Teach patient to perform activity by instructing and demonstrating.	100	14	86	100	0	0	0	0	100
665.	Remove fecal impactions.	*								
667.	Suction patient's nose/throat passage.	25	50	50	50	50	0	100	0	0
669.	Perform superficial/specialized examination of patients.	*								
671.	Position, gown/drape patient.	50	100	0	50	25	25	0	25	75
672.	Prep patient using correct procedures and solutions.	*								
673.	Prepare patient for skeletal traction.	*								
674.	Teach patients how to use crutches, walkers, etc.	29	50	50	50	0	50	0	100	0
675.	Teach patients exercise programs.	25	100	0	50	0	50	0	50	50
688.	Deliver/remove equipment/supplies from contaminated room.	29	50	50	50	50	0	0	50	50
689.	Dispose of contaminated materials and equipment.	38	100	0	67	0	33	33	0	67
690.	Change soiled linen and clothes.	71	100	0	66	17	17	0	0	100
691.	Clean patient unit furniture.	86	100	0	67	0	33	0	50	50

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
692.	Clean and maintain service area and equipment, within area of responsibility.	50	100	0	100	0	0	0	75	25
693.	Order/inventory and store equipment and supplies.	*								
696.	Determine if equipment needs repair.	43	67	33	67	0	33	0	33	67
701.	Properly store traction equipment.	*								
702.	Clean, sharpen and maintain instruments/ equipment as required.	*								
704.	Maintain unexposed radiographic film storage.	*								
705.	Establish and maintain chain of antisepsis.	*								
706.	Prepare instruments for sterilization (chemical, autoclaving, dry heat).	43	100	0	100	0	0	0	50	50
707.	Sterilize instruments (chemical, autoclaving, dry heat).	25	100	0	50	50	0	50	50	0
708.	Inspect all areas and rooms for proper housekeeping, temperature, and adequate supplies.	43	100	0	100	0	0	0	0	100
714.	Organize storage areas for equipment, supplies, drugs.	*								
718.	Evaluate and select odor controlling aerosols.	*								
719.	Follow procedures for control and security of medical supplies, drugs, equipment.									